



STATE OF NEVADA
COMMISSION ON PEACE OFFICERS' STANDARDS AND TRAINING
Commission Activities Bureau
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Carson City, Nevada 89701
(775) 687-7678 * Fax (775) 687-4911

**COURSE CERTIFICATION REQUEST
AND
COURSE CHANGE OR DECERTIFICATION REQUEST**

1. An agency as defined in NAC 289.310, may apply for certification above the level of basic training for a course by submitting to the Executive Director of the Commission on Peace Officers' Standards and Training, the following:
 - (a) A concise synopsis of the course including the title of the course, the intended goals of the course, and specific objectives for the students in the course;
 - (b) A detailed lesson plan including a chronological list of the major subject headings;
 - (c) A list of intended instructors, including a brief resume of experience in the subject area and experience in instructing for each instructor;
 - (d) The total amount of hours of instruction;
 - (e) A description of the written or practical application examinations on the material covered by the course which is to be graded on a pass / fail basis and which measures accomplishments of the objectives by the students, including an examination at the beginning and end of the course; and
 - (f) A bibliography of reference material utilized to develop the course.
2. The Executive Director will award certification of a course to an agency which did not comply with the provisions of Subsection 1 for a course which has been certified by another state or other comparable agency if the submitting agency presents the supporting documents concerning the subject matter and instructors.
3. A request to certify a course must be approved by the agency administrator. If the course offers training in legal issues and subjects relating to legal liability, the legal advisor of the agency must approve the course.
4. A training course offered by a private vendor, must be sponsored by a law enforcement agency, accredited college or university.
5. All POST certified courses require a class roster (POST Form AD-10A) of attendees and course evaluations (POST Form AD-10B) be retained on file for inspection.
6. An agency whose course is currently accredited by an organization, such as the National Accreditation Committee or the American Correctional Association which:
 - (a) Is nationally recognized, and
 - (b) Gives accreditation to courses for peace officers, is not required to apply for accreditation of the course.
7. The Commission on POST will not certify courses on a retroactive basis. Courses should be submitted at least 30 days prior to the commencement of the course.

ONLY CORRECT ELECTRONIC FORM SUBMISSION WILL BE ACCEPTED

Course Certification forms must be submitted electronically. After reading the attached [User Manual](#), click the following link to download the necessary Formatta Filler software and access the form:

<http://eforms.post.state.nv.us/efm/catalog/publishedforms.jsp>

Note: Upon certification, the submitting agency/vendor will received a copy of the submitted Course Certification form; which will include an assigned POST certified course number.



Using the Formatta Forms: Course Certification and Course Change or Decertification

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Chapter 1 – Introduction

The Nevada Commission on Peace Officers' Standards and Training (POST) is charged with keeping information on law enforcement agencies, courses, and officers throughout the state of Nevada. In order to keep this information current in the POST database, agencies must apply for course certification and provide changes to course information timely.

To make this process easy and efficient, POST has implemented an automated software solution that allows entering requests for courses to be POST certified and also to submit changes to a course that exists in the POST database and has been assigned a POST certified course number.

What is Formatta?

Formatta is the name of the electronic forms software implemented by POST to facilitate the process of updating POST with information. It is user-friendly, electronic form filling software that will allow agencies to enter, save, and submit certain requests and changes to a certified course; which will update the POST database. Agencies and vendors will access the POST Formatta form via the Internet and download the Formatta Filler software, which enables them to fill out, save and submit forms for their courses.

When a course information changes, the responsible agency or vendor provides POST with the information that is changed using the correct Formatta form. There are four steps to accomplish this; which are discussed in this document:

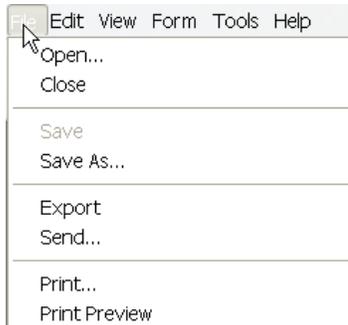
- 1 Download and install the Formatta Filler client software on the agency computer.

NOTE Step 1 is completed only one time per computer that will be used to submit Formatta Forms.

- 2 Using your Internet browser, access the POST Formatta Available Forms web page.
- 3 Open the applicable form and log in.
- 4 Enter the course information and submit.

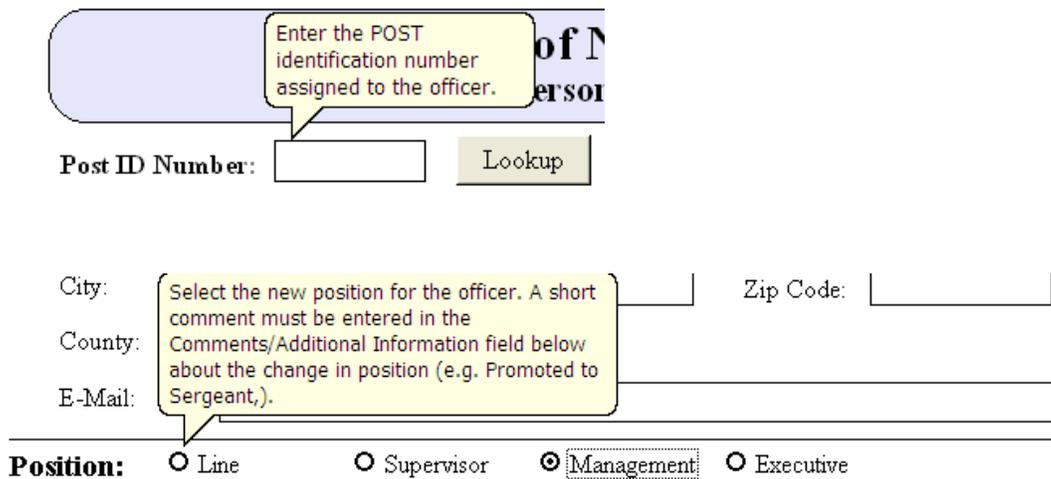
Using the Formatta Filler Software

As you work with the Formatta form, you can save work-in-progress and come back to it later for completion, or save a completed form for your records. From the **File** menu, select **Save As...** and give the form a unique file name so you can find it when you need to. You can also print the form by selecting **Print....** from the **File** menu and selecting your printer.

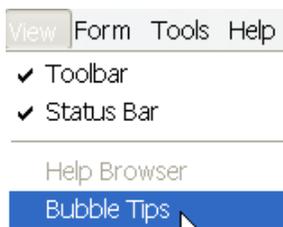


Bubble Tips

Bubble Tips are available for every field, checkbox, and button in the form. When you click in a field, select a checkbox, or click a button, an explanation will pop-up to assist you with the entry.



You can turn the Bubble Tips feature off and on by selecting **Bubble Tips** from the View menu.

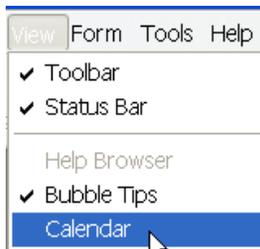


Pop-up Date Calendar

When you click into the Date field of a form, a calendar pops up allowing you to select a date. Use the arrows at the top to scroll through the months and years to select the correct date.



You can turn the Calendar feature off and on by selecting **Calendar** from the View menu.



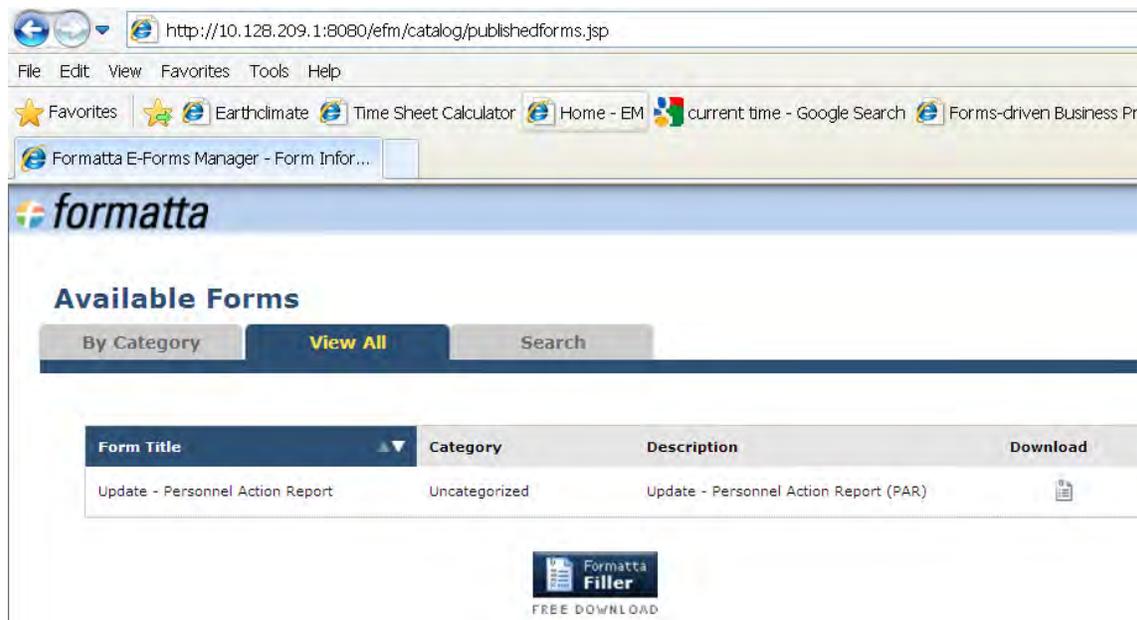
Chapter 2 – Setting Up Your Computer

The first step in using the POST Formatta form, is for the agency to download and install the Formatta Filler client software on a local computer. Downloading and installing the Formatta Filler software is required only once on any computer that will be used to submit Formatta forms to POST.

Download the Formatta Filler Software

- 1 Open the web browser on your computer.
- 2 Enter <http://eforms.post.state.nv.us/efm/catalog/publishedforms.jsp> into the address bar.

You will see the following web page:



Add a Shortcut to your Desktop

- 3 Before downloading the software, right-click anywhere on the web page and from the menu, select to **Create Shortcut**; which will put a shortcut icon on your desktop so you can easily access this web page in the future.



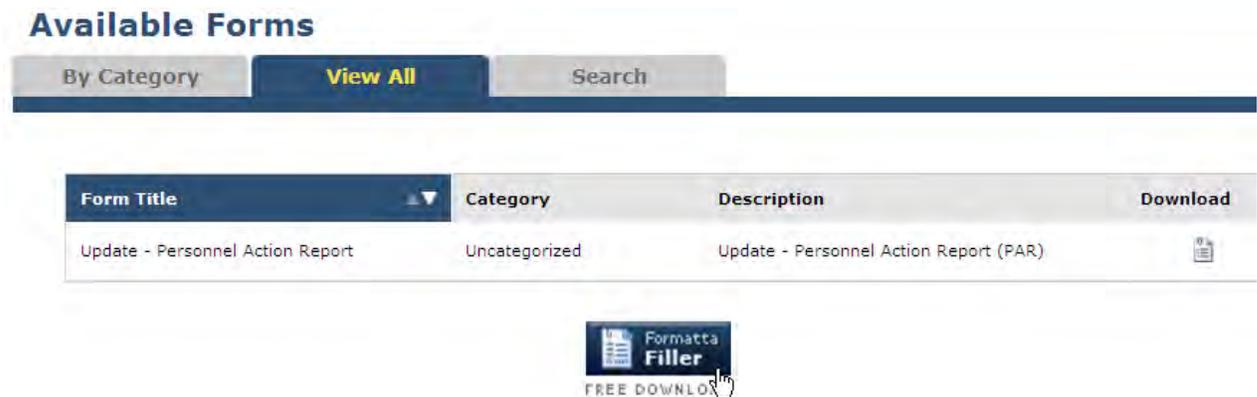


The shortcut on your desktop will look something like:

- 4 You can change the icon and rename it like any other shortcut on your desktop to make it easy for you to identify and quickly access the POST Formatta forms.

Start the Download

- 1 From the *Available Forms* web page, click on the **Formatta Filler Free Download** button located in the middle of the page.

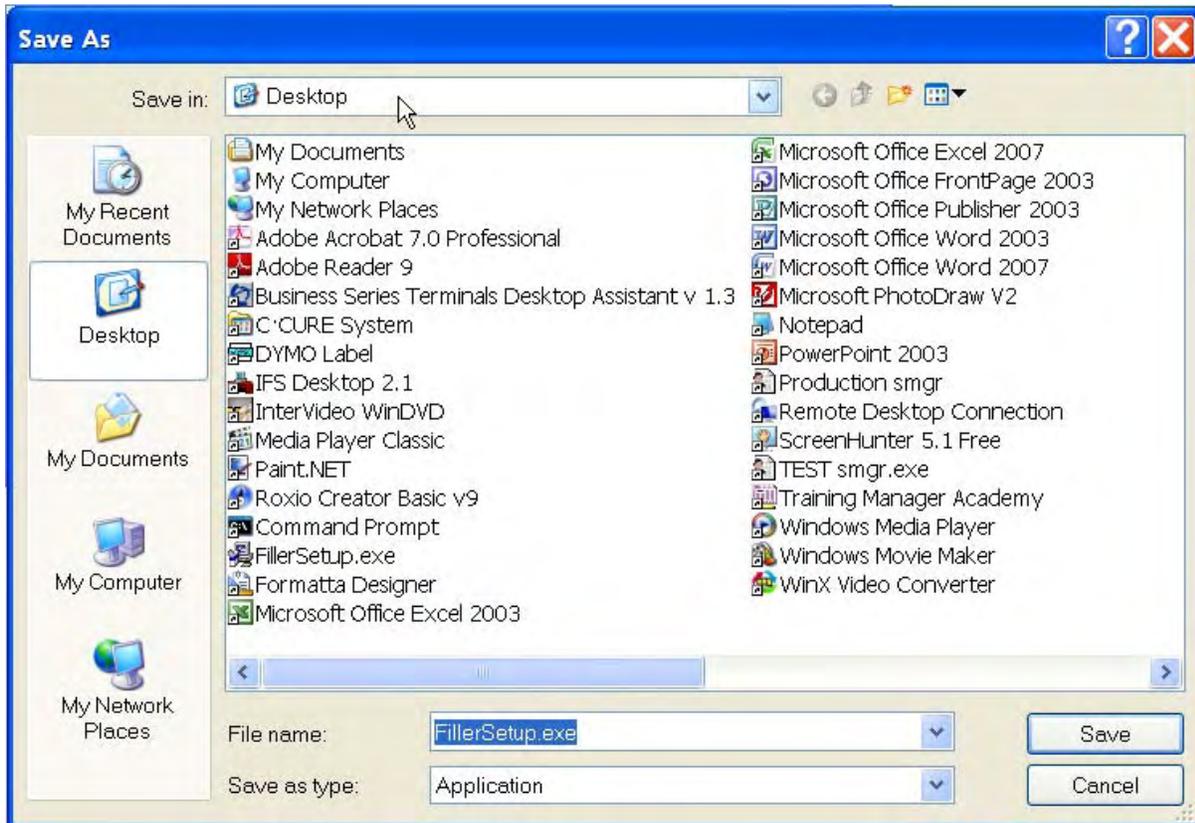


The *File Download – Security Warning* pop-up message appears.



- 2 Click the **Save** button.

- 3 From the *Save As* dialog, save the FillerSetup.exe to your **Desktop** folder.



- 4 Once the download completes, find the **FillerSetup.exe** icon on your desktop.



It should look something like this:

Install the Formatta Filler Software

- 1 Close all programs that are running on your computer.
- 2 Double-click on the **FillerSetup.exe** icon to begin installing Formatta Filler software on your computer.

NOTE You may need I.T assistance if you do not have install permissions on your computer.

The *Open File – Security Warning* pop-up message appears.



- 3 Click the **Run** button
- 4 Follow the directions for installing the software on your computer.
- 5 Once the Formatta Filler software is successfully installed on your computer, you can delete the FillerSetup.exe from your Desktop folder.

Chapter 3 – Course Certification Form

After the Formatta Filler Software is successfully installed on your computer, you can open the Course Certification form, enter the course information, attached any required files, and click the submit button to send the course certification request to POST. This form should be submitted to request POST certification for any course.

NOTE A new Course Certification form **MUST** be completely filled out and submitted for each course requesting certification.

1 Double-click the shortcut you created on your desktop to access the POST Formatta Forms



Or, open a web browser and enter <http://eforms.post.state.nv.us/efm/catalog/publishedforms.jsp> into the address bar.

2 Click the form icon under the *Download* heading to open the Formatta form.

Form Title	Description	Download
Course Certification	Used to request the certification of a new course	

The **Course Certification** form appears.

**State of Nevada - POST
Course Certification**

Agency ID#

Agency/Vendor Name

Vendor's Sponsoring Agency

Course Title

Total Course Hours

Click the Attachment button to submit the following five documents as required by (NAC 289.310):
(If this course is ONLY for 24 hour compliance purposes, attachments 1-5 are not required.)

1. Concise synopsis of the course including the title, goals, and objectives.
2. Detailed lesson plan including a chronological list of the major subject headings.
3. List of instructors with brief resume, subject experience, and instruction experience.
4. Description of pre-course and post-course written/practical examinations, which are graded as pass/fail.
5. Bibliography of reference materials used in course development.

Attachments

NOTE: If this is a legal course, by submitting this request, you attest that this course has been approved by the Agency Legal Advisor. All courses require a class roster (Form AD-10A) of attendees and course evaluations (Form AD-10B) be retained on file for inspection (NAC 289.310(7)).

Additional Information:

Submitters Name: Submitters Phone: Submitters E-Mail:

Submission number: _____

**** This Section is for POST Approval ONLY **** Do NOT Enter in this Section ****

POST Certified Course# Date Processed:

Agency/Vendor Information

NOTE Make sure all the information you enter is in correct sentence case. Use capital letters and lower case letters correctly.

Agency ID#

Agency/Vendor Name

Vendor's Sponsoring Agency

- 3 In the **Agency ID Number** field, enter the POST assigned number of the agency/organization that is conducting the course. This is a 4 digit number assigned to all law enforcement agencies. Skip this field if you are a vendor/organization that does not have this number assigned.
- 4 In the **Agency/Vendor Name** field, enter the agency or company name that will be providing the course. Please provide the division or any d/b/a name, if applicable.
- 5 If you are a vendor/company conducting the course, in the **Agency/Vendor Name** field, enter the name of the Nevada law enforcement agency that is responsible for sponsoring/providing the course.

Course Information

Course Title

Total Course Hours

Click the Attachment button to submit the following five documents as required by (NAC 289.310):
(If this course is ONLY for 24 hour compliance purposes, attachments 1-5 are not required.)

1. Concise synopsis of the course including the title, goals, and objectives.
2. Detailed lesson plan including a chronological list of the major subject headings.
3. List of instructors with brief resume, subject experience, and instruction experience.
4. Description of pre-course and post-course written/practical examinations; which are graded as pass/fail
5. Bibliography of reference materials used in course development

Attachments

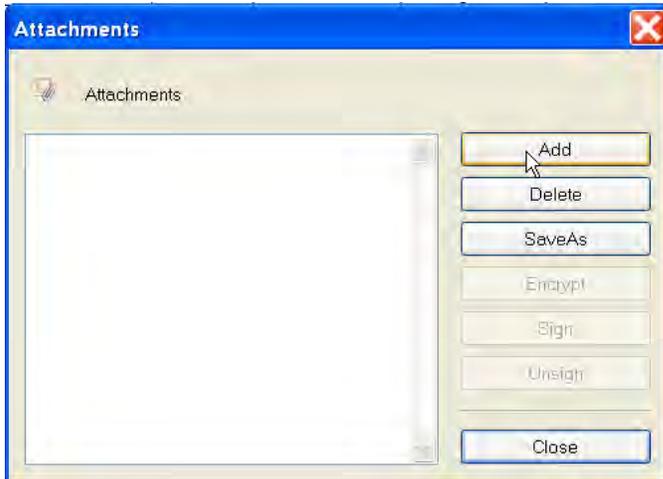
NOTE: If this is a legal course, by submitting this request, you attest that this course has been approved by the Agency Legal Advisor. All courses require a class roster (Form AD-10A) of attendees and course evaluations (Form AD-10B) be retained on file for inspection. (NAC 289.310(7))

Additional Information:

- 6 In the **Course Title** field, enter the complete/formal name of the course.
- 7 In the **Total Course Hours** field, enter the total time of the course duration.

- 8 Click the **Attachments** button to submit the required documents for the course. The documents can be in any file type such as TEXT (.txt), WORD (.doc), Adobe (.pdf), Images (.tif, jpg, bmp, etc.).

The **Attachments** dialog box appears.



Click the **Add** button to browse your computer/network and select files that you want to send with this submission. Continue to click the Add button and select all the files to submit until the list is complete.

NOTE You can select a file from the list and click the **Delete** button to remove it, or you can click the **SaveAS** button to save a copy of the file to a different location.

- 9 In the **Additional Information** field, enter any information that is important for POST to know when considering approval for the course.

Form Submission

The remainder of the form facilitates the form submission, and entry into all of the fields is ***mandatory***. The form cannot be submitted and you will receive an error until the information is entered into these fields.

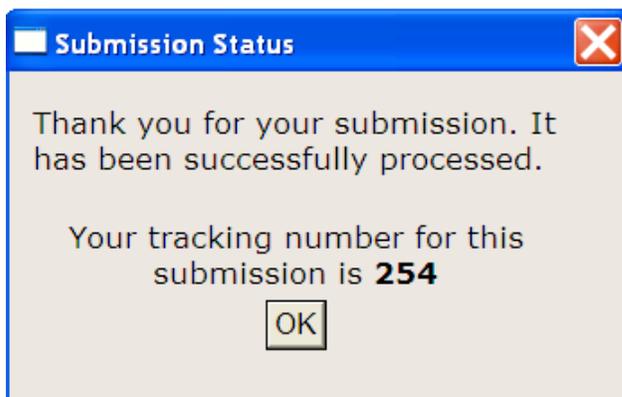
Submitters Name:	Submitters Phone:	Submitters E-Mail:
<input type="text"/>	<input type="text" value="() -"/>	<input type="text"/>
	<input type="button" value="Reset Form"/>	<input type="button" value="Submit"/>
		Submission number:

-
- 10 In the **Submitter's Name** field, enter your first and last name.
 - 11 In the **Submitters Phone** field, enter a phone number including area code where you can be contacted. Enter only the numbers and it will be formatted for you.
 - 12 In the **Submitters E-Mail** field, enter an email address where you can be contacted and the approval confirmation sent.

Reset Form Button: If you made a mistake and need to start over, Click the **Reset Form** button which will clear all of the fields. Don't click this button unless you really want to start over filling out the form.

- 13 After all of the course information is entered correctly and all documents are attached to the form, click the **Submit** button.

When the form is submitted successfully, the following **Submission Status** message appears displaying the tracking number assigned to the submission. This is a internal number generated automatically and is used for software administration purposes. You may want to record this number for your own purposes.



- 14 Click **OK**.

The following "Thank You for your submission" confirmation message appears.



- 15 Click **OK** and you are returned to the completed form with the assigned **Submission number** displayed.

Submission number: 254

- 16 At this point, you can save the current form for your records, enter the information for another course and complete another form for submission, or exit from Formatta Filler completely.

Course Approval

Upon course approval, an email message will be sent to the email address as designated in the original Course Certification form submission. The email message will indicate the approval of the course and the POST certified course number that is assigned. A copy of the submitted form will be attached to the email message with the POST approval section completed indicating the POST course number and the date of approval.

Chapter 4 – Course Change or Decertification Form

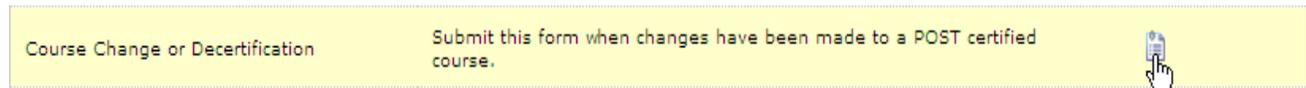
After you have submitted a Course Certification Form, and it has been POST certified, when you change a course or no longer provide the course, you MUST submit a Course Change or Decertification form so that the information POST has on file is always current and correct.



- 1 Double-click the shortcut you created on your desktop to access the POST Formatta Forms

Or, open a web browser and enter <http://eforms.post.state.nv.us/efm/catalog/publishedforms.jsp> into the address bar.

- 2 Click the form icon under the *Download* heading to open the Formatta form.



The **Course Certification** form appears.

State of Nevada - POST
Course Change or Decertification

Submit this form when changes have been made to a POST certified course. This can include changes to hours, original documentation, or decertification/inactivation of the course.

Agency ID#

Agency/Vendor Name

Course Name

POST Course# Lookup

Effective Date of Change

Decertify/Inactivate this Course

Change Total Course Hours To

A Brief Description of Documentation Change or Reason for Decertification is REQUIRED:

Click the Attachment button to submit the course documentation that has changed:

1. Synopsis of the course including the title, goals, and objectives.
2. Lesson plan including a chronological list of the major subject headings.
3. Course instructors including resume, subject experience, and instruction experience.
4. Description of pre-course and post-course written/practical examinations ; graded as pass/fail.
5. Bibliography of reference materials used in course development.

NOTE: If this is a legal course, by submitting this change, you attest that this amendment to the course has been approved by the Agency Legal Advisor.

Submitters Name: Submitters Phone: Submitters E-Mail:

Submission number

Agency/Vendor Information

NOTE Make sure all the information you enter is in correct sentence case. Use capital letters and lower case letters correctly.

Submit this form when changes have been made to a POST certified course. This can include changes to hours, original documentation, or decertification/inactivation of the course.

Agency ID#

Agency/Vendor Name

- 3 In the **Agency ID Number** field, enter the POST assigned number of the agency/organization that obtained the course certification. This is a 4 digit number assigned to all law enforcement agencies. Skip this field if you are a vendor/organization that does not have this number assigned.
- 4 In the **Agency/Vendor Name** field, enter the agency or company name that obtained the course certification.

Course Change Information

Course Name

POST Course# **Lookup**

Effective Date of Change

Decertify/Inactivate this Course

Change Total Course Hours To

A Brief Description of Documentation Change or Reason for Decertification is REQUIRED:

Click the Attachment button to submit the course documentation that has changed:

1. Synopsis of the course including the title, goals, and objectives.
2. Lesson plan including a chronological list of the major subject headings.
3. Course instructors including resume, subject experience, and instruction experience.
4. Description of pre-course and post-course written/practical examinations ; graded as pass/fail.
5. Bibliography of reference materials used in course development.

NOTE: If this is a legal course, by submitting this change, you attest that this amendment to the course has been approved by the Agency Legal Advisor.

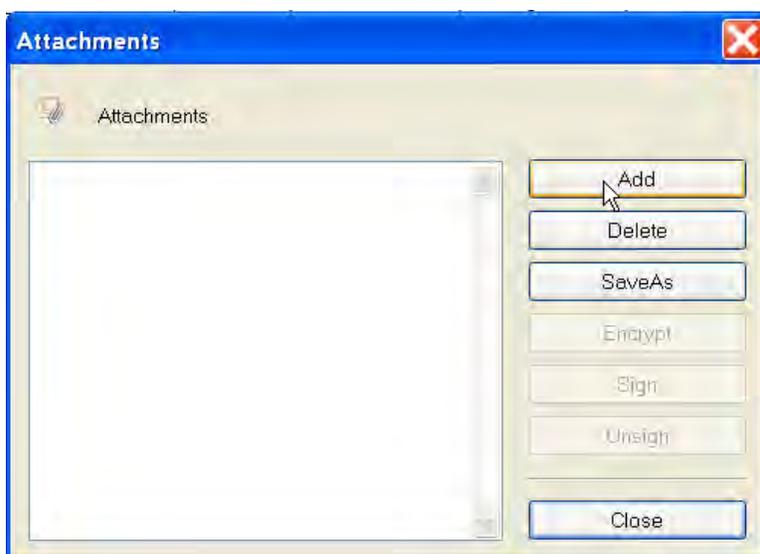
- 5 In the **POST Course#** field, enter the number of the POST certified course and click the **Lookup** button; which will display the course name from the POST database.

- 6 Click the **Effective Date of Change** field and a pop-up calendar displays allowing you to select the date that this change became effective. You can select the date from the pop-up calendar or enter it manually mm/dd/yyyy (month/day/year).
- 7 If you are requesting decertification of the course, select **YES** from the **Decertify/Inactivate this Course** pull-down.

NOTE Selecting YES will decertify the course, inactivate the status, and POST credit will not longer be allowed.

- 8 If the hours have changed for the duration of the course, enter the correct hours in the **Change Total Course Hours To** field.
- 9 In **A Brief Description of Documentation Change or Reason for Decertification is REQUIRED** field, enter a brief description of the change to what document or why the course should be decertified.
- 10 Click the **Attachments** button to submit the changed documents for the course. The documents can be in any file type such as TEXT (.txt), WORD (.doc), Adobe (.pdf), Images (.tif, jpg, bmp, etc.).

The **Attachments** dialog box appears.



Click the **Add** button to browse your computer/network and select files that you want to send with this submission. Continue to click the Add button and select all the files to submit until the list is complete.

NOTE You can select a file from the list and click the **Delete** button to remove it, or you can click the **SaveAS** button to save a copy of the file to a different location.

Form Submission

The remainder of the form facilitates the form submission, and entry into all of the fields is ***mandatory***. The form cannot be submitted and you will receive an error until the information is entered into these fields.

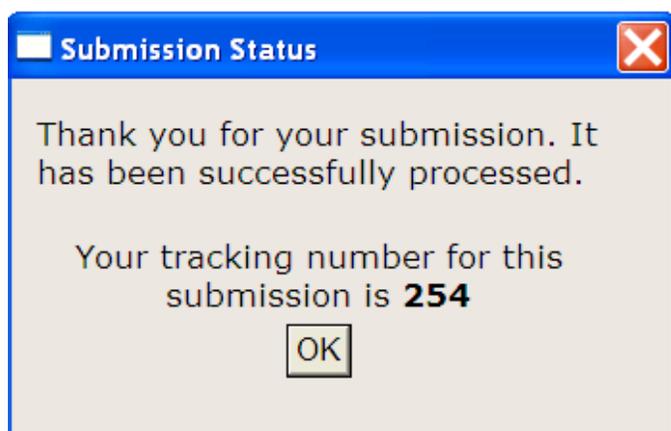
Submitters Name: <input type="text"/>	Submitters Phone: <input type="text" value="() -"/>	Submitters E-Mail: <input type="text"/>
	<input type="button" value="Reset Form"/>	<input type="button" value="Submit"/>
Submission number:		

- 11 In the **Submitter's Name** field, enter your first and last name.
- 12 In the **Submitters Phone** field, enter a phone number including area code where you can be contacted. Enter only the numbers and it will be formatted for you.
- 13 In the **Submitters E-Mail** field, enter an email address where you can be contacted and the approval confirmation sent.

Reset Form Button: If you made a mistake and need to start over, Click the **Reset Form** button which will clear all of the fields. Don't click this button unless you really want to start over filling out the form.

- 14 After all of the course information is entered correctly and all documents are attached to the form, click the **Submit** button.

When the form is submitted successfully, the following **Submission Status** message appears displaying the tracking number assigned to the submission. This is a internal number generated automatically and is used for software administration purposes. You may want to record this number for your own purposes.



- 15 Click **OK**.

The following “Thank You for your submission” confirmation message appears.



- 16 Click **OK** and you are returned to the completed form with the assigned **Submission number** displayed.

Submission number: 254

- 17 At this point, you can save the current form for your records, enter the information for another course and complete another form for submission, or exit from Formatta Filler completely.

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